



THURMONT PRIMARY SCHOOL

7989 Rocky Ridge Road

Thurmont, MD 21788

Phone: 240-236-2800

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Web address: <https://education.fcps.org/tps/>

PARENT & FAMILY HANDBOOK

2019-2020

Working, Learning, Caring... Together We Grow

**Thurmont Primary School**

7989 Rocky Ridge Road

Thurmont, MD 21788

Phone: 240-236-2800

Fax: 240-236-2801

*Dr. Michele Baisey, Principal**Ms. Mimi Hill, Administrative Secretary**Mrs. Amy Kennedy, Enrollment Secretary*

August 2019

Dear Parents and Guardians,

Welcome to Thurmont Primary School, where we are committed to working, learning and caring together so that we grow in our brain, heart and body power. We believe that each child is unique and will therefore strive to provide them with a positive, meaningful and challenging educational experience tailored to their individual needs. In order to ensure that each child is successful, we need your support, as you play a critical role in your child's education. Your commitment and involvement in our school's program will help our staff provide your child with a well-rounded education. We encourage you to visit the school and ask our staff members for assistance whenever needed.

This handbook has been developed to help clarify and provide useful information regarding the operation of our school. Please remember that a strong relationship between school and community is essential for all involved, especially our children. We are looking forward to a wonderful year ahead!

Sincerely,

Michele Baisey, Principal

Frederick County Public Schools, MD, School Year 2019-2020 Calendar

August 2019

23, 26-30 Fri, Mon-Fri Teacher Work Days

September 2019

02 Mon FCPS Closed: Labor Day

03 Tue First Day of School for Students

20 Fri Schools Closed: Fair Day

October 2019

08 Tue 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session

09 Wed Schools Closed. Yom Kippur.

23 Wed Elementary and Middle Schools Open 4 Hours Late for Evening Parent-Teacher Conferences; High Schools Are Full Day

24 Thu Elementary and Middle Schools Open 4 Hours Late for Evening Parent-Teacher Conferences; High Schools Are Full Day

25 Fri Elementary and Middle Students Dismissed 3.5 Hours Early for Afternoon Parent-Teacher Conferences; High Schools Are Full Day

November 2019

07 Thu End of Term 1

08 Fri Schools Closed for Students: Teacher Work Day

11 Mon Term 2 Begins

27, 28*, 29* Wed-Fri Schools Closed: Thanksgiving Break

December 2019

20 Fri 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session

23, 24*-31* Mon-Tue Schools Closed: Winter Break

January 2020

01* Wed Schools Closed: New Year's Day

20* Mon Schools Closed: Dr. Martin Luther King Jr. Day

28 Tue End of Term 2

29 Wed Schools Closed for Students: Teacher Work Day

30 Thu Second Semester and Term 3 Begin

February 2020

14 Fri 2-Hour Early Dismissal for Students: Teacher Work Session

17* Mon Schools Closed: Presidents' Day

March 2020

04 Wed 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session

April 2020

08 Wed 2-Hour Early Dismissal for Students: Teacher Work Session; End of Term 3

09 Thu Schools Closed for Students: Teacher Work Day

10*, 13* Fri-Mon Schools Closed: Spring Break

14 Tue Term 4 Begins

28* Tue Schools Closed: Primary Election Day

May 2020

25* Mon Schools Closed: Memorial Day

June 2020

22**Mon Last Day of School for Students /2-Hour Early Dismissal: Teacher Work Session. End of Term 4

23** Tue Last Day of School for Teachers

*State-Mandated Public Schools Holiday

**This calendar includes 8 days for snow or other emergency closings. If there are no days needed for emergency closings, the last day for students will be June 1. Subject to BOE revision, FCPS will make up emergency-closing days in the following sequence: June 11, 12, 15, 16, 17, 18, 19 and 22. The June two-hour early dismissal will occur on the last day of school for students.

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THURMONT PRIMARY SCHOOL

MISSION STATEMENT

*We all work, learn and care together
so that we grow in our brain, heart and body power.*

VISION STATEMENT

*Children will leave Thurmont Primary School
being successful learners and
empowered to show strong character.*

THURMONT PRIMARY SCHOOL STAFF 2019-2020

Principal	Michele Baisey
Secretaries	Mimi Hill Amy Kennedy
Pre-Kindergarten (AM Only)	Marianne Mucker
Pre-Kindergarten (AM & PM)	Meg Fetting
Pre-Kindergarten Assistants	Denise Sprague Jane Orlando
Kindergarten	Lauren Burdette Rachel Hamscher Stephanie Harrington Jill Hood Dawn Morton
First Grade	Tabitha Costner Ashley Lillard Kelli Savard Joni Wiles
Second Grade	Heather Hommey Amy Lipchock Suzanne Norwood Kennetha Orsini
Literacy Specialist	Karen Yoder
Math Specialist	Kristianne Dove
Media Specialist	Melissa Gaeta
School Counselor	Lisa McQuay
Art	Jennifer Riggs
Music	Marisa Bruce
Physical Education	Chris Barnhart
Special Education	Renee Myers
Special Education Program Assistant	Sally Tokar
Special Education Instructional Assistant	Amy Sweeney
Speech/Language	Caroline Jones
School Psychologist	Lori Fritts
ELL	Loren Callan

User Support Specialist
Technology Support

Jeannie Tippett
LuAnne Ewing

Instructional Assistant

Robin Reese

Health Technician
School Nurse

Jessica Thorton
Penny Miller, RN

Food Service Manager

Melinda Rollison

Cafeteria

Wanda Day
Devin Stine
Amber Youngerman

Custodians

Brian Kesselring
Jeff Downs
Donna Heinzl
Kathy Hurley

INTRODUCTION

This handbook is designed for the parents, guardians, and students of Thurmont Primary School. In addition to reading this publication, please refer to the 2019-2020 Calendar Handbook from the Frederick County Public School system. On the first day of school, the school system's Calendar Handbook is distributed to every student. The Calendar Handbook contains useful information about the school system's policies, regulations, programs and services. It should be reviewed and used as a reference should questions arise during the school year. Both handbooks are meant to be informative as well as useful. We hope these tools will assist you throughout the school year.

SECTION 1: ARRIVAL & DISMISSAL PROCEDURES

School Hours

Our school building opens its doors at 8:10 a.m. Until that time, students are not permitted to arrive inside the building. Classroom instruction begins promptly at 8:40 a.m. and the school day ends at 3:10 p.m. All students must be picked up by 3:40 p.m. Morning Pre-kindergarten classes begin at 8:40 a.m. and end at 11:10 a.m. The afternoon session begins at 12:40 p.m. and ends at 3:10 p.m.

Parent Escort

ARRIVAL – Parents may escort students to class for the first two weeks of school. Parents must report to the office, sign in and wear a visitors' pass. After dropping students off at the classroom, parents are required to sign out and exit the building through the office. By Monday, September 9th, we are hoping that all children feel comfortable in transitioning to their classroom independently. Thanks for your support.

DISMISSAL – Students may be escorted from the building via an adult listed on the emergency card with parent permission. Parents will report to the office in order to request that a child be called for dismissal. Parents will sign the child out and remain in the office until the child arrives.

Car Riders

ARRIVAL – Students who are driven to school are to be dropped off at the front door located at the right. Parents are asked to remain in a single line in the drive lane and allow students to exit the car only when at the sidewalk. Staff members will be on duty to assist the children. Please have your child ready to exit the car as you pull up to the drop off area. Do not allow children to exit on the driver's side of the vehicle. If parents are planning to walk their child(ren) into the school building, they must park their vehicle in the largest parking lot in the front right area of the building and enter the building through the main office door. Children arriving by car later than 8:35 a.m. must be escorted into the building and parents are to report to the office in order to complete a late pass. Cars will not be allowed to park in front of the building. This area is reserved for bus and car traffic only.

DISMISSAL – Students who are picked up from school by car will move to the car-rider hallway. Parents are asked to remain in a single line in the drive lane with a sign identifying children to be picked up in the right passenger side front window area. Duty persons will call for the child and the child will be supervised as they enter the car on the passenger side only of the vehicle. **CHILDREN WILL NOT BE DISMISSED TO CROSS THE DRIVE LANES AND MEET PARENTS.**

Bus Riders

ARRIVAL – Bus riders will arrive via bus and depart the bus at the curbside nearest the front main door. Staff members will supervise children as they depart the bus and direct them to the front door.

DISMISSAL – Children will remain in classrooms and listen for their bus to be called via the intercom Monday through Thursday. On Friday, students will line up by bus number in the gymnasium and will be dismissed via the intercom. Children will board the bus under the supervision of a staff member. In order to ensure a safe bus ride for all our students we will focus on having all riders follow our school rules as they relate to bus riding:

- Follow Directions – (Sit on Seat, Quiet Voice)
- Let Others Ride – (Keep Your Hands and Feet to Yourself)
- Respect Others
- Respect Property
- Tell the Truth

Riding the school bus is a privilege which can be temporarily or permanently revoked by the administration, if students do not follow the safety bus rules. The bus driver's primary duty is to transport children in a safe manner. This requires cooperation by students. Please encourage your children to contribute to bus safety. A fall and spring emergency bus evacuation drill is held each year. At this time, children are taught to use the Emergency Exit at the back of the bus. These drills are required by state regulation. Children **are no longer** allowed to ride buses to a friend's home. Students must only ride the bus assigned to them.

Walkers

ARRIVAL – Children who walk to and from school will walk on the designated foot path and enter the building via the car-rider door. Please remember that parents are responsible for the general safety and behavior of their children from the time they leave home until they arrive on school property.

Tardiness

School doors open at 8:10 a.m. and instruction begins promptly at 8:40am. Students use this time to eat breakfast, settle into class routines and organize their materials. When students are late, a parent or guardian must check them in at the office. A late pass is required for any student entering the building after 8:40am. The impact of coming to school just ten minutes late every day equates to your child missing 30 hours of valuable instructional time in one school year! The partnership between parents and school staff benefit children in so many ways. To maximize instruction, please be vigilant in getting your child(ren) to school on time.

Attendance

Regular attendance is vital for a successful school experience. Whenever school is in session, all students are expected to be in attendance. Absences, late arrivals and early dismissals are highly discouraged.

Attendance due to illness (fever, vomiting, diarrhea, contiguous illness), medical treatment, death in family, religious observance or court appearance are considered excused. If a student is taken out of school for an extended period of time, the student will be given 5 days of vacation time and the remaining days will be unlawful. Of special note, days when school is in session for only a half-day of instruction (conference days, in-service days, etc.) a student is considered absent for the entire day if he/she is not in school.

Please note that if a child stays home from school, s/he may not come onto school property to play with classmates. If your child has any continuing health problems, it would help the teacher and health room if you would acquaint him/her with these problems. This is essential when restrictions on physical activities are necessary. If your child is not allowed to eat certain food items, be sure to let the teacher and cafeteria staff know. See the FCPS Calendar Handbook for details regarding attendance expectations and policies. Regulation 500-25.

Attendance is very important to us and will be closely monitored. At the end of every month the school Attendance Committee meets to review student attendance. A series of letters, from the school and/or Pupil Personnel Officer (PPW) will be sent to contact parents/guardians of students with a high rate of absenteeism. We may also invite you to a conference where your child's attendance can be discussed. If your child misses 10 or more days of school or will be out for an extended period of time, the school may request a note from the doctor. Also, please note that if your child is unable to participate in physical education classes for an extended period of time due to injury or illness or go outside for recess, a note from your physician must be presented to the classroom teacher.

Written Excuses

When absences occur, students are required to present a note signed by a parent or legal guardian. Without a note, the absence is coded unexcused. If absences are determined excessive, a doctor's note will be required for additional absences. Failure to provide a doctor's note will result in a coding of unexcused/illegal.

A written excuse from the health care provider is required when a child is not able to participate in physical education or recess. Please use www.fcps.org for an activity restriction form or call our school health technician. Please write or call the school, the health room, and classroom teacher if your child has contracted a communicable disease, such as chicken pox, measles, or head lice. A note must be written and sent in upon your child's return to school.

Early Dismissal from School

Early dismissals are discouraged as they interrupt the instructional day. Doctor and dentist appointments should be scheduled before or after school when possible. When appointments occur, students should return to school following the visit. Students dismissing prior to 3:30 must have a parent note for the teacher. The note should state the reason and time of the dismissal. When picking your child up early, please plan to come a few minutes early. TPS staff will not have students waiting in the office for families, as we want our students to be engaged in instruction as long as possible. Children may only leave school with a parent, guardian or an individual listed on the emergency card. When written permission has been given by parents or guardians, children may also be released to other individuals. When signing a child out, individuals must provide ID.

Vacations

Vacations taken during the school year are NOT encouraged. They can be a disruption to your child's academic achievement. If vacations are planned, the principal should receive a letter from the parents at least two weeks before the leaving date. This allows time to inform teachers and to organize their expectations of missed schoolwork. Students may be excused no more than twice during a school year for a combined maximum of five days. Long trips during the school year are hurtful to your child's academic performance.

School Closings or Delays

School closings due to inclement weather or equipment failure, will be announced on major radio stations. The following media forms are available:

WFMD (Frederick) 930 AM	WQSI (Frederick) 820 AM
WFRE (Frederick) 99.9 FM	WAFY (Frederick) 103.1 FM
WMAL (Washington) 630 AM	WTOP (Washington) 1500 AM
Fred. Cable Vision – Channel 18	

School closing information is also available on the school system website – www.fcps.org. and Find out First.

School Delays

On days that school is delayed two hours due to inclement weather, students will not be permitted into the building before 10:10 a.m. Supervision of students is not available prior to the stated times.

Altered Schedules for Pre-Kindergarten

During two-hour delays or days when school dismisses two hours early, pre-kindergarten students will attend abbreviated sessions.

Opening Two Hours Late	Two-Hour Early Dismissal
AM 10:40-12:10	AM 8:40-10:10
PM 1:40-3:10	PM 11:40-1:10

SECTION 2: HEALTH AND SAFETY

Health Services

The Health Technician, under the direction of a Health Department Registered Nurse, is on-site to provide the following services:

- Administration of medication
- Provide basic first aid (cleaning with soap and water, applying ice and/or bandages)
- Monitor the health room visits and chart each student's visit
- Monitor immunization records

Each student must present proof of proper immunization and a birth certificate prior to entering school for the first time. When a child sustains a serious injury, has a persistent illness, or shows an elevated temperature, the parents/guardians or a designated adult will be contacted by telephone and asked to pick up the child.

Parents/guardians have primary responsibility for their children's health. In view of this, a student information card including correct address and telephone numbers should be completed during the first week of school. Any changes should be shared with the office immediately.

Medication

There are occasions when it is deemed necessary by a health care provider for a child to receive medication during the school day. Before any medication can be given, prescription or non-prescription, it is necessary that you provide the school with a completed Physician's Medication Authorization form. This form can be obtained from the school office and must be completed by a licensed health care provider, as well as, the parent/guardian. NO MEDICATION will be given without this form. Parents/guardians are welcome to come to school to administer the medicine. In addition, children are permitted to self-administer non-medicated lotions, salves, cough drops, etc. with a parent note.

County policy determines that:

1. No medication (prescribed or over the counter) will be administered in school without physician's written authorization on a Medication Authorization Form which is available either from your doctor or on the FCPS website.
2. It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school by an adult. All medication must be in the original container. If the medication is over the counter, it must be supplied in an unopened container. Medicine cannot be sent to school in backpacks or carried to school by a student.
3. The first full day's dosage of any new prescription will not be given in school.
4. The school must have on file in the pupil's health folder a Physician's Authorization for Prescription and Non-Prescription Medication form.
5. The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration. Previous dosage must be discontinued by physician before new dosage can be administered.
6. All medication will be stored in a secure area in the school and accessible only to authorized personnel.
7. One week after expiration of the health care provider's order, the parent must arrange for the collection of any unused portion of the medication. Medication not claimed by the parent within one week of expiration will be destroyed. Parents will be notified of date and time to pick up medications at end of school year. This is typically on the last day of school.
8. The Frederick County Public School System does not assume responsibility for non-medically prescribed medication or medication administered by the pupil himself. No child is allowed to keep any medication on his/her person.
9. Notify the school, including the teacher, if your child has any continuing health problems such as allergic reactions to bee stings or food, asthma, heart murmur, etc.

Emergency Drills

To prepare the children for potential emergencies related to fire, weather, or safety, a minimum of ten various drills are held each year. These drills will be held throughout the school year and at various times of the day and in various weather conditions.

Dress Code

Students have the responsibility to dress and groom themselves in a manner that is safe, healthy, and non-disruptive to classroom and school procedures. Students will be asked to hang up their hats, put down their hoods, coats, jackets and outerwear vests upon entering the classrooms. Clothing must provide adequate covering. State health regulations require the wearing of shoes in public places at all times.

Students are not to wear clothing which advertises alcohol, drugs, tobacco and/or clothing that supports or implies violence. If a student wears an article of clothing that is inappropriate, he/she may be asked to turn the shirt or shorts inside out.

It is good practice to send in a change of clothes for our pre-k and kindergarten students that teachers can leave at school, in the event that a child has a spill or accident and requires dry clothes.

Items Not Permitted in School

Valuable personal items, tobacco products, weapons (including pocket knives, stars and look-alikes), athletic equipment, toys and electronics devices are not permitted in school. Phones may accompany students to school, but need to be turned off while school is in session unless registered with Bring Your Own Device (BYOD) and being used as an academic resource in the classroom under the supervision of the classroom teacher. Items, other than tobacco and weapons, will be retained in the office at the discretion of administration and a parent will be called to come collect them. Pets of any kind are not permitted on school property at any time.

SECTION 3: Home and School Communication

Conferences

In the fall, 15-minute parent-teacher conferences will be scheduled for all students to discuss programs. Conferences will be held on the following dates:

Wednesday, October 23rd:

Children attend school in the afternoon – 12:40-3:40 (Doors open at 12:10)
Conferences from 3:40-7:40

Thursday, October 24th:

Children attend school in the afternoon – 12:40-3:40 (Doors open at 12:10)
Conferences from 3:40-7:40

Friday, October 25th:

Children attend school in the morning – 8:10-11:40
Conferences from 12:40-3:40

A spring conference may be scheduled based on teacher or parent concerns. Additional meetings can be requested by either the parent or the teacher. Parents are asked to write a note or call the teacher to arrange a mutually convenient time within school hours. Advance notice is necessary to arrange coverage. The conference period offers an opportunity for both the parent and teacher to freely discuss any concerns the child may have which directly affect school performance. This type of conference should develop better parent-teacher understanding and cooperation. Emergency meetings can be addressed with administration.

Reporting System

Report cards will be sent home at the end of the four grading periods, November, February, April, and June. During a grading period, your child's teacher may also send home an interim report indicating areas of strength and/or areas that need improvement. Please sign the envelope and return it to school within five days.

Homework

Assigned homework is a decision made by classroom teachers. Assigned amounts of homework should be proportionate to the age and instructional level of the child. Expect a reasonable amount of homework which is approximately ten minutes per grade level. (For example, third grade = 30 minutes of assigned homework)

Homework provides opportunities for your child to practice and reinforce learning. You can develop routines to establish necessary study habits:

- Become interested in your child's homework by inviting him/her to share the assignment with you.
- Remember that homework is your child's responsibility. Realize that your child must be permitted to make a mistake in order to learn from it. If your child is consistently experiencing difficulty with an assignment, contact your child's teacher.
- Establish a regular homework time each day and give it priority in your schedule.
- Provide a quiet, well-lit place to work.

Newsletters

You can expect to receive newsletters from a variety of sources throughout the school year. Your child's teacher, grade level team, PTA and administration will share important information via newsletters that will be posted online through our website. Please check in your child's take-home folder for this information and for additional notices pertaining to special events and programs.

Daily Folders

Students will bring home their Cougar folders daily. The folder has both a “Stay at Home” and “Return to School” section. Written information, fliers, newsletters, invitations to special events, permission slips and more will be sent home in your child’s daily folder. Classwork will be sent home via the daily folder as well. Please be sure to check your child’s book bag EVERY night, taking out any information from the “Stay at Home” side of the folder and returning any paperwork from the “Return to School” section.

Thurmont Primary School Website

You may visit our website on the Internet at <http://www.education.fcps.org/tps> and keep up-to-date with what is happening at Thurmont Primary! The website will be periodically updated.

Email

Every staff member at Thurmont Primary can be contacted through email. All of the addresses follow the same format. For example: `firstname.lastname@fcps.org` (ex. – `michele.baisey@fcps.org`).

Find Out First

Find out First is a free email service offered by FCPS. It allows parents, students, guardians, and the public to receive up-to-date information on schools of their choosing. This is one way to receive accurate information such as school closings, delayed openings, and emergencies. If you have provided us with your email address, you will automatically receive FOF emails. To check and/or add information, log in at www.fcps.org/fof.

Play an Active Role in Education

Decades of research show that parent, family and community involvement go hand in hand with student success. That's why FCPS offers so many ways for you to get involved.



Stay in touch with your child's school

- * Reach teachers directly by phone and email.
- * Leave personalized voicemail messages.
- * Attend parent-teacher conferences.
- * Read school newsletters and fliers.
- * Get grades and homework reports online.
- * Volunteer at or partner with a school.

Visit www.fcps.org

- * Get student forms.
- * Explore your school's profile and website.
- * See test and enrollment data.
- * Review policies and procedures.
- * Find news, reports and more.



Watch FCPS-TV, Cable 18

- * Get snow closing and other emergency bulletins.
- * Meet the people at FCPS.
- * Go inside the classroom.
- * Visit schools with the Superintendent.
- * Explore lifestyle tips for children and teens.

Sign up today for FCPS email news!

Go to www.fcps.org and subscribe to receive email about topics of interest to you:

- * Calendar updates
- * Breaking news
- * School emergencies
- * Testing
- * Lunch and breakfast menus
- * Redistricting
- * School funding
- * Board of Education action
- * FCPS-TV program guide
- * And much more

SECTION 4: SPECIAL SERVICES

Food Services

Free and reduced cost meals are offered to those families who qualify. Applications and guidelines are distributed the first week of school. Contact the school cafeteria if you have any questions. The cafeteria number is 240-236-2817.

Breakfast

Breakfast is available for purchase from the cafeteria daily from 8:10-8:40am as students are arriving and preparing for their day. Breakfast will be served when school is delayed for inclement weather.

Full child's breakfast	\$1.60
Reduced child's breakfast	\$0.20

Lunch

Children have the choice to either purchasing a hot lunch or bring a packed lunch from home. Children pay for their lunch as they go through the lunch line. Meal prices are as follows:

Full child's lunch	\$2.65
Reduced price child's lunch	\$0.30
Milk	\$0.60
Full adult's lunch	\$4.25

Lunches may be purchased in advance on a lunch account. In order to do this, you need only send money or write a check to Thurmont Primary School and have your child take it to the cafeteria manager. You may also add money to your child's account online at www.myschoolbucks.com. The money will be placed in your child's account. Each day when lunch is purchased, the day's lunch charge will be deducted from the account leaving the new amount. Snacks are available for purchase each day. Snacks, if purchased by your child, will be deducted from their lunch account. You can control what your child purchases by contacting the cafeteria and letting them know your wishes (ex. only one snack per week). If there is money left on your child's account at the end of the year, it can be rolled over to the next school year or follow your child to a new FCPS school.

Children who bring a bag lunch from home may purchase a half pint of milk (regular, low-fat, skim, chocolate) and/or water and juice. Children packing their lunches need to bring their own supplies and utensils. The cafeteria cannot provide napkins, straws, and utensils. Students purchasing a lunch pay for those items with the purchase of their meal. On occasion a child may lose or misplace his/her money. If this occurs, the child will be able to charge lunch. A charge slip will be sent home electronically on that day. It is very important that charges be paid immediately. Children are not able to charge again until the first charge is paid.

Parents are always welcome to join their children for lunch. Adult lunches are \$4.25. It is not necessary to contact the school if you are planning to join us for lunch. All you will need to do is sign in at the front desk.

Lunch and Recess Schedule

Lunch		Recess
11:40-12:10	Hamscher, Morton	11:15-11:35
11:45-12:05	Burdette, Hood	11:20-11:40
12:00-12:30	Homme, Norwood	11:35-11:55
12:05-12:35	Liphock, Orsini	11:40-12:00
12:10-12:40	Costner, Savard	12:40-1:00 (Th Only: 11:45-12:05)
12:15-12:45	Lillard, Wiles	12:45-1:05 (Th Only: 11:50-12:10)

Lost and Found

Each year, large numbers of student personal items accumulate in the school's lost and found. But in the absence of having a name on the items, we are unable to return these items to families. To help alleviate the problem of lost articles, please put your child's name on personal items. If your child loses something, have him/her check the lost and found. Lost items will be on display each day. If they are not claimed within a reasonable amount of time, they will be donated to a charity.

School Parties

We will hold two parties each school year: Winter Holiday and Valentine's Day. Homeroom parents and classroom teachers, with the help of students, will plan and coordinate activities. Homeroom parents may call to solicit donations or assistance for these events. Younger siblings may not accompany parents to the classroom and/or participate in school parties.

Students may only distribute invitations to birthday parties if inviting the entire class. If the entire class is not invited, invitations should be mailed to the children who are invited to attend. The school is not able to share the addresses of other families. Due to food allergies, students are not permitted to share birthday cakes or cupcakes with their class or at lunch. You are welcome to send in a lunchtime treat for your own child to celebrate. The teacher needs to be notified in advance so they can alert the person that will be on duty.

School Pictures

There are two opportunities to have school pictures taken at Thurmont Primary. Individual pictures are taken in both Fall and Spring. A class photo is also taken in the Spring. The dates for these pictures will be announced through flyers and in newsletters. These photos will be used in our school yearbook that is a joint venture with Thurmont Elementary School. The purchase of school pictures and yearbooks is optional.

SECTION 5: GENERAL INFORMATION

Discipline

In order for students to be able to learn, the school climate must be one that is safe and orderly. At Thurmont Primary School we believe that children not only need to build “brain” power, but they also need to build “heart” power. As a result of this belief and vision for our children, five school wide rules are in place:

- Follow Directions
- Respect Others
- Respect Property
- Let Others Learn
- Tell the Truth

It is important to clearly state that any misbehavior or inappropriate language that infringes on the rights of others in our school will not be tolerated. Along with these five school wide rules, every classroom teacher will have in place a behavior management system within the classroom. A very important component of each management system will be the use of a problem-solving model that students will be utilizing to help resolve conflict. Students will also be working to develop the following problem-solving strategies that will allow them to debug:

- Ignore the offending student(s)
- Walk away
- Give “I” messages (I do not like it when...please stop)
- Give a warning
- Apologize
- Compromise
- Tell an adult

In addition, students will need to follow other procedural requirements as outlined in the Frederick County Calendar Handbook. It is very important that families review the county discipline policy as outlined in the Calendar Handbook.

Character Counts!

All schools will promote a healthy and inviting school climate in which all members of the school community understand and practice the system’s established CHARACTER COUNTS! pillars - trustworthiness, responsibility, respect, fairness, caring and citizenship are integrated throughout the essential curriculum and guide the actions of the staff members of our school. Please encourage your child(ren) to aspire to behave in accordance with these pillars in order that our school climate can be safe and healthy.

Behavioral Support

When a classroom disruption requires assistance beyond which is able to be provided by the teacher, a student may be offered support from the administrator or school counselor. The administrator or school counselor will work with the student to help them redirect the inappropriate actions in a more positive and constructive manner. As the administrator or school counselor works with the student, the behavior may warrant:

- Time out of the classroom to reflect and reset
- Opportunities to take responsibility and repair the harm
- Consequences such as lunch or after school detention
- Parent conference to discuss behavioral challenges and needs

Parent Visitation

Throughout the school year, we encourage and welcome parents/guardians to visit the school. Extended visits should be arranged in advance with the classroom teacher or administration. We encourage parents/guardians and/or grandparents to have lunch with their child(ren). Remember, Maryland State Law mandates that all visitors present a government issued ID, sign at the front office, and wear a visitor's badge before going to any part of the building. Please don't be offended if a staff member stops you and asks you to return to the front office to sign in and take a visitor's badge. This practice is in place for the safety of all children.

Parent Volunteers

Volunteers can provide excellent supplementary help to both students and staff members. Volunteers generally begin their work with children the first week in October. Younger siblings may not accompany parents to the classroom or the volunteer workroom, as they tend to distract students from the task at hand. Anyone wishing to become a volunteer will need to attend the volunteer orientation

There are two parties held each school year: Winter Holiday and Valentine's Day. Homeroom parents and classroom teachers, with the help of students, will plan and coordinate activities. Homeroom parents may call to solicit donations or assistance for these events.

Emergency Contacts

In the event that we should have a true emergency at school it is imperative that we have current emergency contact information – including daytime phone numbers, available to us at school. As daycare arrangements and daytime workplace numbers change, please send a note reflecting these changes to your child's teacher. **She/he will forward it to the office staff to be changed on your child's information cards.**

Classroom or School Concerns

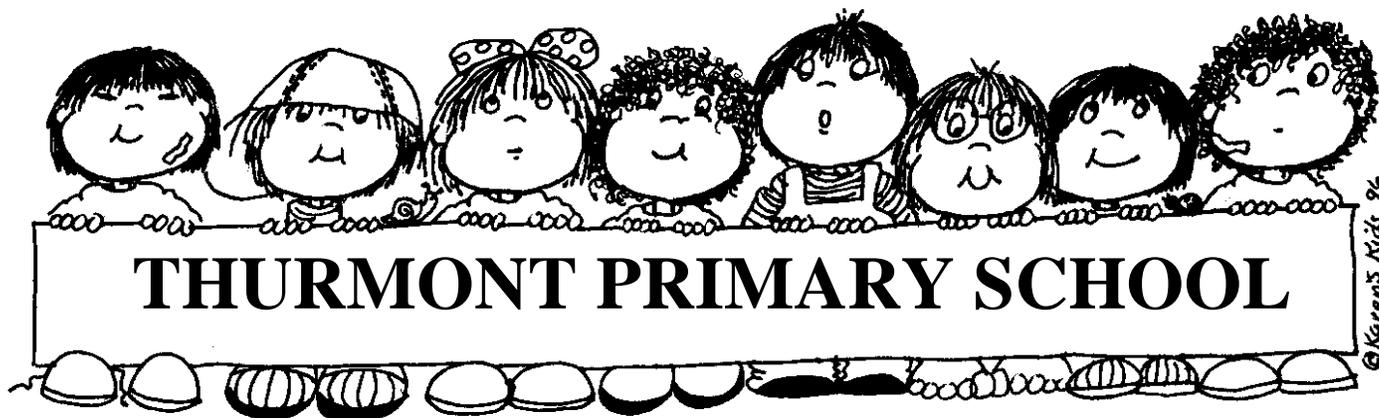
If you have concerns about your child's instruction, instructional materials or discipline, please speak to the classroom teacher first. After conferring with the teacher, if concerns continue to exist, please contact administration.

Smoke-Free Environment

The Frederick County Board of Education has adopted a tobacco-free school environment policy. The sale or use of tobacco products in any form is prohibited in the school building or on school grounds at all times, year-round.

Parent and Teacher Association (PTA)

The education of children is a cooperative enterprise. Close cooperation and understanding between home and school is most important. To help achieve this, the local PTA was established. Meetings are held throughout the school year. Many supplemental opportunities are provided for our students through the efforts of the PTA. We urge everyone to become a member and support this important organization.



Our Character Counts because we:

***tell the truth.**

***follow directions.**

***let others learn.**

***respect others.**

***respect property.**

